

- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 由認可人士核證  
Part A To be Certified by Authorized Person

 由認可人士填寫  
To be completed by the authorized person

屋宇署檔號 BD Ref. No.

BD

電郵地址 E-mail Address  作認收電郵之用 (電子呈交適用)  
For acknowledgement email (e-submission)

發展地盤地址/改動或加建工程的位置

Address of Development Site / Location of Alteration and Addition Works


**1** 本人為認可人士，現確認上述建築工程指明使用認可的建築物料和產品。本人並依據《建築物（管理）規例》第44條的規定，正式批簽所夾附的建築物料和產品明細表（附件A.1及A.2）。

I, authorized person, confirm that accepted building materials and products have been specified in the above building construction. Pursuant to regulation 44 of the Building (Administration) Regulations, I duly endorse the attached Schedule of Building Materials and Products (Annex A.1 & A.2).

**2** 本人現證明，所夾附明細表中列明的建築物料和產品，根據相關的建築物規例，均屬認可產品，本人對該等產品的應用和效能感到滿意。

I hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am satisfied with the application and performance of these products.

認可人士資料

Details of the Authorized Person

中文姓名\* Name in Chinese\*

 姓氏先行 Surname first

註冊證明書編號\* Certificate of Registration Number\*

AP(  )  /

英文姓名\* Name in English\*

 姓氏先行 Surname first

註冊屆滿日期\* Date of Expiry of Registration\*

日 dd 月 mm 年 yyyy

認可人士簽署\*

Signature of the Authorized Person\*

任何失實核證或聲明可引致法律行動。##

Any false certification or declaration  
may be subject to legal action.##

日期 Date


日 dd 月 mm 年 yyyy

\* 根據註冊記錄

\* In accordance with the registration record



**丙部 由註冊專門承建商（通風系統工程類別）核證**  
**Part C To be Certified by Registered Specialist Contractor in the Ventilation Works Category**

 由註冊專門承建商（通風系統工程類別）填寫  
To be completed by the registered specialist contractor in the ventilation works category

**註冊專門承建商（通風系統工程類別）資料**  
**Details of the Registered Specialist Contractor in the Ventilation Works Category**

中文名稱\* Name in Chinese\*

獲授權簽署人姓名(中文)\* Name of Authorized Signatory (Chinese)\*

英文名稱\* Name in English\*

獲授權簽署人姓名(英文)\* Name of Authorized Signatory (English)\*

註冊證明書編號\* Certificate of Registration Number\*

 / 

註冊屆滿日期\* Date of Expiry of Registration\*

日 dd 月 mm 年 yyyy

本人/我們為註冊專門承建商（通風系統工程類別），於下述完成檢查日期已就安裝在上述建築工程中的每一個防火擋板進行檢查。本人/我們現證明根據《建築物消防安全守則》第E8.3條，所有這些防火擋板均處於安全和有效的操作狀態。

I/We, registered specialist contractor in the ventilation works category, have inspected every fire damper installed in the above building construction on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

本人/我們為註冊專門承建商（通風系統工程類別），現確認所夾附明細表列明的防火擋板，已在上述建築工程中妥當安裝。本人/我們於下述完成檢查日期已就安裝在上述建築工程中的每一個防火擋板進行檢查。本人/我們現證明根據《建築物消防安全守則》第E8.3條，所有這些防火擋板均處於安全和有效的操作狀態。

I/We, registered specialist contractor in the ventilation works category, hereby confirm that the fire dampers listed in the attached Schedule have been properly installed in the above building construction. I/We have inspected every fire dampers installed in the above premises on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

完成檢查日期

Completion Date of Inspection

日 dd 月 mm 年 yyyy

註冊專門承建商（通風系統工程類別）簽署\*

Signature of the Registered Specialist Contractor in the Ventilation Works Category\*

任何失實核證或聲明可引致法律行動。##  
Any false certification or declaration  
may be subject to legal action.##

日期 Date

日 dd 月 mm 年 yyyy

\* 根據註冊記錄  
\* In accordance with the registration record

## 注意事項

## 任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

## 甲. 個人資料

### 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 處理你在本表格中所呈交的文件之相關事務；
  - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

### 獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

### 索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

## 丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至屋宇署：

呈交有關勸諭信 / 命令 / 通知 / 指示的表格：  
九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。

呈交至拓展部有關其他事宜的表格：  
香港太古城太古灣道14號7樓屋宇署收發處。

## 丁. 聯絡資料

屋宇署  
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部  
電話：2626 1616 (由“1823”接聽)  
傳真：2537 4992  
電郵：enquiry@bd.gov.hk

## Matters to Note

## Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

## A. Personal Data

### Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

## B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Buildings Department.

## C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to the Buildings Department:

**For submissions relating to advisory letter/order/notice/direction:**  
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

**For other submissions to the New Buildings Division:**  
Receipt & Despatch Counter, Building Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

## D. Contact Details

Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by “1823”)  
Fax No.: 2537 4992  
Email: enquiry@bd.gov.hk